

**BY ORDER OF THE COMMANDER
AIR FORCE SPACE COMMAND**



AIR FORCE INSTRUCTION 32-6001

**AIR FORCE SPACE COMMAND
Supplement 1**

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CIVIL ENGINEERING

FAMILY HOUSING MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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The OPR for this supplement is HQ AFSPC/CECH (Mr. Richard L. Ringdahl). This supplement implements and extends the guidance of **Air Force Instruction (AFI) 32-6001, *Family Housing Management***. The AFI is published word-for-word without editorial review. Air Force Space Command (AFSPC) supplemental material is indicated in bold face. This supplement describes AFSPC's procedures for use in conjunction with the basic AFI. The purpose of this supplement is to prescribe the minimum level of Housing Referral Office services that will be provided to customers. Service above the minimum is encouraged as conditions and manning permits. This supplement does not apply to the Air National Guard nor Air Force Reserve Command units.

Maintain and provide listings of housing for rent or sale in the local area. Have an office area with a rack or tables containing a sheet of paper with names of landlords and realtors in the area who have apartments for rent or houses for sale. Have a person in the office that maintains good relations with community organizations; landlords, owners, and property management personnel connected with the housing industry to ensure continued availability of acceptable and affordable listings.

Provide Relocation Assistance. Have a self-help table set up for members to apply for housing at their gaining base. The self-help area has copies of DD Form 1746, **Application for Assignment to Housing**, with instructions on reverse of how to fill it out. Mail or fax the original to the gaining base, provide the member a copy and maintain a copy on file as proof that the application was submitted. Provide phone number for JPPSO and advise member to contact them to set up move. Provide information sheet on what to do to clear their off-base rental unit. Furnish member with tips on how to sell their home on their own if realtor is not used. Refer member to Community Services for information about their gaining base.

Provide Counseling. Provide customers with a booklet that lists common information about rental/sales practices in the local area. The booklet should contain information about Equal Opportunity in Housing Laws, rental laws, leases, and advises members to obtain a "military clause" in a lease. Review lease and if it contains ambiguous clauses refer the member to the legal office. Counsel military members on the Equal Opportunity in Off-Base Housing Program and the prohibitions against discrimination in housing. Advise members that if they suspect discrimination they may file a complaint with the housing office.

Provide Equal Opportunity Service. Provide complete Equal Opportunity in Housing as outlined in DOD 4165.63M, *DOD Housing Management*, AFH 32-6009, *Housing Handbook* and DODI 1100.16, *Equal Opportunity in Housing* to prevent discrimination in housing based on race, color, religion, gender, age, national origin, or familial status. The HRO is required to promote equal housing, ensure landlords/owners/realtors agree with the policy before listing or referring a property to military members. The service also requires that complaints of suspected/alleged discrimination be aggressively and thoroughly investigated and restrictive sanctions imposed should the commander determine the complaint is valid. Complaints are forwarded to HUD and through channels to Air Staff.

Manning. Recommended manning for HRO service is at the rate of 1 person for every 1500 personnel assigned to the installation.

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